

Quotation Request //

US Government Publishing Office

Chicago Regional Office
200 North LaSalle St., Suite 810
Chicago IL 60601-1055

JACKET:535-199

Quotations are Due By:
(Eastern Time) 11:00 AM on 07/01/2021

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: 99295 - WOODSY TOTE BAGS

QUANTITY: 3002 Bags - includes 2 for GPO Chicago samples - no shortages.

Mark country of origin in comments field when quoting.

**** At time of award, Contractor must have a detailed production plan showing how this job will deliver to the end destination and by what method to meet a delivery date; and a letter from the factory stating all specifications and dates will be met. ****

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote <https://contractorconnection.gpo.gov>. Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (312)-353-3916.

CRITICAL PACKING: The correct packaging of this order is CRITICAL. Any re-packing of items is the responsibility of the contractor, at contractor's cost, and must be completed in an expedited fashion, usually within 5 workdays.

BUY AMERICAN ACT:

NOTE: In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within quote submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item. Domestic end product or Foreign end product must be indicated in the comments field when submitting Quotes using Contractor Connect. The contractor shall indicate product of unknown origin when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the quote as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

SUBCONTRACTING:

The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), does not apply to this procurement.

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to "180 days" from the date the check is tendered as final payment. All other provisions remain the same.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

TRIM SIZE: See below

PAGES: see below

SCHEDULE:

Furnished Material will be available for pickup by 07/06/2021

Deliver complete (to arrive at destination) by 09/15/2021

F.O.B. destination

(via traceable means at contractor's expense).

Contractor **MUST** email delivery verification information to VerifyChicago@gpo.gov within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

QUALITY LEVEL: N Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

All materials are to be environmentally safe. Recycled material should be used whenever possible.

Items can be viewed at <https://apps.fs.usda.gov/symbols/woods-owl-tote-bags>

14.5 x 13" x 10" with 18" handles

Made with 80 gsm non-woven polypropylene (Recycle Code #5).

Bag color: Green. Match sample.

Bag size: 14.5 tall x 13" wide x 10" deep with 18" handles.

Image size: 9 x 9"

Image color: One side prints 4-color process plus white. Contains screen tints. Do not print the green

background on the bag. Create white background. This must be done at no added cost.

All materials and inks used to produce these promotional items, must be approved by FDA for packing with food and drugs, child safe, and environmentally safe. Contractor must state origin (where did the raw materials originate) of material used for this job on all carton labels, and place or manufacture. Match sample for material and construction.

Items are subject to agency's approval. Have photos and information of item available at time of award if from a different source.

All materials and inks used to produce these promotional items, must be approved by FDA for packing with food and drugs, child safe, and environmentally safe. Contractor must state origin (where did the raw materials originate) of material used for this job on all carton labels, and place or manufacture. Match sample for material and construction.

Contractor must state origin (where raw material was produced) of material used for these items, and place of manufacture, on all carton labels.

52.222-18 Certification Regarding Knowledge of Child Labor for Listed End Products.
As prescribed in 22.1505(a), insert the following provision:

Certification Regarding Knowledge of Child Labor for Listed End Products (Feb 2001)

(a) Definition.
"Forced or indentured child labor" means all work or service-

- (1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or
 - (2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.
- (b) Listed end products. The following end product(s) being acquired under this solicitation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin. There is a reasonable basis to believe that listed end products from the listed countries of origin may have been mined, produced, or manufactured by forced or indentured child labor.

Listed End Product	Listed Countries of Origin

(c) Certification. The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c)(1) or paragraph (c)(2) of this provision.

[] (1) The offeror will not supply any end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in a corresponding country as listed for that end product.

[] (2) The offeror may supply an end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that

it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

52.222-19 Child Labor-Cooperation with Authorities and Remedies.

As prescribed in 22.1505(b), insert the following clause:

Child Labor-Cooperation with Authorities and Remedies (Sept 2002)

(a) Applicability. This clause does not apply to the extent that the Contractor is supplying end products mined, produced, or manufactured in-

- (1) Canada, and the anticipated value of the acquisition is \$25,000 or more;
- (2) Israel, and the anticipated value of the acquisition is \$50,000 or more;
- (3) Mexico, and the anticipated value of the acquisition is \$56,190 or more; or
- (4) Aruba, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Korea, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, or the United Kingdom and the anticipated value of the acquisition is \$169,000 or more.

(b) Cooperation with Authorities. To enforce the laws prohibiting the manufacture or importation of products mined, produced, or manufactured by forced or indentured child labor, authorized officials may need to conduct investigations to determine whether forced or indentured child labor was used to mine, produce, or manufacture any product furnished under this contract. If the solicitation includes the provision 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products, or the equivalent at 52.212-3(i), the Contractor agrees to cooperate fully with authorized officials of the contracting agency, the Department of the Treasury, or the Department of Justice by providing reasonable access to records, documents, persons, or premises upon reasonable request by the authorized officials.

(c) Violations. The Government may impose remedies set forth in paragraph (d) for the following violations:

- (1) The Contractor has submitted a false certification regarding knowledge of the use of forced or indentured child labor for listed end products.
- (2) The Contractor has failed to cooperate, if required, in accordance with paragraph (b) of this clause, with an investigation of the use of forced or indentured child labor by an Inspector General, Attorney General, or the Secretary of the Treasury.
- (3) The Contractor uses forced or indentured child labor in its mining, production, or manufacturing processes.
- (4) The Contractor has furnished under the contract end products or components that have been mined, produced, or manufactured wholly or in part by forced or indentured child labor. (The Government will not pursue remedies at paragraph (d)(2) or paragraph (d)(3) of this clause unless sufficient evidence indicates that the Contractor knew of the violation.)

(d) Remedies.

- (1) The Contracting Officer may terminate the contract.
- (2) The suspending official may suspend the Contractor in accordance with procedures in FAR Subpart 9.4.
- (3) The debarring official may debar the Contractor for a period not to exceed 3 years in accordance with the procedures in FAR Subpart 9.4.

MATERIAL FURNISHED: Contractor to receive. Files will be emailed and samples will be available for pick up at contractor's expense to match color from agency if needed.

Electronic media generated on a PC, using Illustrator 13. Files are in native format. All printer and screen fonts are included. Color system used is CMYK.

NOTE: If changes are made to the files furnished, during the proofing stage, at the agency's request, or per the specifications, the contractor must create a revised CD with all changes incorporated therein for return to the agency after completion of the order.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
None

COLOR OF INK:

See above

PRINT PAGE: See Above

MARGINS:

PROOFS:

PRIOR TO PRODUCTION SAMPLES - 4 day hold: Deliver on or before 7/16/21.

***** These copies are separate and not included in the total QTY. *****

Email tracking information after shipping priors to deb.bruyere@usda.gov

Contractor must not print prior to receipt of an "OK to print". A copy of the Purchase Order and a return air bill must also be furnished with the priors. Notify mszopo@gpo.gov the morning proofs will be delivered.

The sample requirement for this contract is not less than 10 printed copies

Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Material used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials and quality of reproduction. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the AGENCY in distribution section.

Samples will be tested for conformance of materials and/or will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 4 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Notify mszopo@gpo.gov the morning priors will be delivered.

PACKING:

Noncompliance with the packing instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms.

Package in units of 10 per package or polybag. DO NOT Individual shrink wrap.
Full quantity shipment required.

Damaged cartons will be replaced at the contractor's expense.

Contractor must state origin of material used on each identifying label. Each carton label should identify the contents as NFES #99295, Woodsy tote bags, and quantity.

Palletizing: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal

Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 1 020 x W 1 220 mm (L 40 x W 48"), Full entry must be on the 1 220 mm (48") width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery.

Maximum height (including pallet) 1 190 mm (47"). Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

DISTRIBUTION:

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor **MUST** furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity, and tracking information for deliveries. Email deb.bruyere@usda.gov

3,000 copies, GFM, and 10 PRIORS to:

USDA, Forest Service, MIFC

Deb Bruyere, 218-322-2774

402 11th St., S.E.

Grand Rapids, MN 55744

Dock delivery is required.

Delivery accepted Monday - Friday, 8 a.m. - 4 p.m.

NOTE: Trucker must notify MIFC, PH: 218-322-2761; 24 hours in advance of delivery. Message can be left on machine.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

Deliver 2 final production copies to: GPO, 200 N. LaSalle St. Suite 810, Chicago, IL 60601, Attn: Compliance - ms. Clearly mark label, "Samples"

Blue Label Copies: All orders must be divided into equal (50) sublots.

A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

QUALITY ASSURANCE THROUGH ATTRIBUTES: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes - Level N
- (b) Finishing (item related) Attributes - Level N
- (c) Exceptions: None

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute: Specified Standard

P-7. Type Quality and Uniformity: Approved priors

P-10. Process Color Match: Approved priors

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Doing Business with GPO Customer Services During Coronavirus Pandemic

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at

<https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

Attachment(s): NONE